

# Course Specification

## Business Administration

### NVQ Level 3

#### Entry Requirements

No formal qualifications are required although individuals should be employed in a senior and supervisory administrative role. Individuals should demonstrate a committed and enthusiastic approach and be sufficiently motivated to achieve the qualification.

#### Awarding Body

The awarding body is City & Guilds: All City & Guilds qualifications are designed to recognise skills used in the workplace.

#### Programme Content

Business Administration NVQ Level 3 is made up of 2 mandatory Units plus 4 Optional Units. The Optional Units are chosen from Option group A and Option group B; at least three of which must be from Option Group B.

#### Duration and Format

This is a 48-week development programme. Individuals will be expected to fully participate in all sessions and will have access to learning centre facilities and supporting workshops within the programme.

#### Mandatory Units:

- Unit 301 Carry out your responsibilities at work
- Unit 302 Work within your business environment

#### Optional Units:

A choice of optional units will enable you to select those that best match your particular interest or expertise.

#### About the Qualification

A nationally recognised competence based qualification demonstrating that you have achieved a certain level of skill and competence in Business Administration. National Vocational Qualifications are designed to meet the standards set by industry in particular occupational areas. They are designed to cover various aspects of a job or area of work, assessing the skills actually used in the workplace. It is aimed at Professionals in this field who want to be assessed on performance in the workplace as an alternative to courses and examinations.

#### Assessment Guidelines

Individuals will be assessed by observation in the workplace and by completion of a portfolio of evidence. Candidates will normally be expected to complete within 18-24 months of registration.